



## Dates Cheat Sheet

The Dates Cheat Sheet offers definitions, examples, and Next Increase Date information. Use the charts below to identify the Date of Employment and Continuous Service Date, including an explanation of the asterisked (\*) and instructions on how to set the Next Increase Date.

| Term                             | Definition   |
|----------------------------------|--|
| <b>Hire Date</b>                 | Entered during the Hire Business Process from the Offer Letter. In Workday, this Date populates the most recent hire Date.   |
| <b>Original Hire Date</b>        | Original Hire Date and Continuous Service Date will be the same for an Employee who is hired for the first time.<br><br>If the Employee was hired in the past and terminated, see the <a href="#">Reemployment vs. Reinstatement Guide</a> . |
| <b>Continuous Service Date</b>   | Previously known as the Vacation Anniversary Date.   |
| <b>Seniority Date</b>            | Do not use in Workday.   |
| <b>Vacation Anniversary Date</b> | Renamed Continuous Service Date.   |
| <b>Step Increase Date</b>        | Renamed Next Increase Date.  |



### Dates According to Hire Types

| Type  | Date of Employment                                  | Continuous Service Date   |
|---|---|---|
| <b>Full-time New Hire*</b>                            | Hire Date   | Hire Date   |
| <b>Part-time New Hire*</b>                            | Hire Date   | Hire Date   |
| <b>Commission/Board Member New Hire</b>               | Term begin Date indicated in appointment letter     | n/a   |
| <b>Annual Salary Commission/Board Member New Hire</b> | Term begin Date indicated in appointment letter     | n/a   |
| <b>Temporary New Hire</b>                             | Hire Date   | n/a   |
| <b>Internship Appointment</b>                         | Hire Date   | n/a   |
| <b>Recall – Terminated Employee</b>                   | Restore to the previous Hire Date at time of layoff | Restore to the previous Continuous Service Date at the time of layoff |
| <b>Recall – Active Employee</b>                       | Restore to the previous Hire Date at time of layoff | Restore to the previous Continuous Service Date at the time of layoff |
| <b>Board Member Reemployment</b>                      | Term begin Date indicated in appointment letter     | n/a   |
| <b>Temporary Reemployment</b>                         | Hire Date   | n/a   |



| Type                             | Date of Employment              | Continuous Service Date                            |
|----------------------------------|---------------------------------|--|
| Reemployment*                    | Hire Date                       | Hire Date  |
| AmeriCorps to Temporary Position | Hire Date                       | n/a  |
| Temporary to AmeriCorps          | Hire Date                       | n/a  |
| Temporary to Temporary Position  | Hire Date                       | n/a  |
| Temporary to Permanent Position  | Hire Date of Temporary Position | Hire Date of Permanent position                    |
| Statutory Transfer               | date will remain the same       | date will remain the same                          |
| Transfer                         | date will remain the same       | date will remain the same                          |
| Reinstatement**                  | Hire Date                       | Refer to the <a href="#">Pre-Audit Calculators</a> |
| Permanent to Temporary Position  | Hire Date                       | Remove system generated date                       |

**Exceptions to the table information (see asterisks above)**

\*If an employee is coming from the Department of Transportation, Community Based Corrections, or Regents (one of the three state universities), the Date of Employment and Continuous Service Date will remain the same as what they were at the person's previous agency, as long as there is no break in service from when the person left their previous agency to when they began Executive branch employment. You will need to contact the sending agency for the employee's dates and include details in the Comments section in the Workday Business Process.



\*\*If an individual is being returned to work as a result of a settlement agreement, arbitration decision, PERB order, or other award, the Date of Employment and Continuous Service Date should remain the same as when the person was previously employed, unless the award specifies otherwise.

### Next Increase Date

The Next Increase Date should be set in accordance with the [Next Increase Date Schedule](#).

| Type of Action Taking Place   | How to set the Next Increase Date  |
|---|--|
| <b>New Hire / Reemployment / Reinstatement</b>  | Start on the first day of the pay period: 26 weeks (6 months).<br>Start after the first day of the pay period: 26 weeks (6 months) + one pay period.                                     |
| <b>Next/Merit Increase</b>  | 52 weeks (1 year)  |
| <b>Promotion</b><br><i>(includes promotional reclassifications and transfers)</i>   | With an increase in pay: 26 weeks (6 months).<br>No pay increase: Next Increase Date remains the same.   |
| <b>Lateral Transfers and Demotions</b><br><i>(includes lateral reclassifications, and demotional reclassifications and transfers)</i> | Next Increase Date remains the same.   |
| <b>Return from Military leave</b>   | Next Increase Date remains the same. If the employee is receiving a missed merit increase upon return, the Next Increase Date should be set to 52 weeks (1 year) from the previous date. |



| Type of Action Taking Place  | How to set the Next Increase Date   |
|--|---|
| <p><b>Return from leave of absence without pay</b><br/> <i>(less than 30 consecutive calendar days)</i></p>    | <p>Next Increase Date remains the same. If the employee is receiving a missed merit increase upon return, the Step Increase Date should be set to 52 weeks (1 year) from the previous date.</p>   |
| <p><b>Return from leave of absence without pay</b><br/> <i>(greater than 30 consecutive calendar days)</i></p> | <p>Adjust the Next Increase Date forward by the length of time the employee was on leave without pay. If the employee is receiving a missed merit increase upon return, the Next Increase Date should be set to 52 weeks (1 year) from the previous date <b>and</b> then be adjusted forward by the length of time the employee was on leave without pay.</p> |
| <p><b>Recall</b><br/> <i>(less than 30 consecutive calendar days)</i></p>                                      | <p>Next Increase Date remains the same. If the employee is receiving a missed merit increase upon recall, the Next Increase Date should be set to 52 weeks (1 year) from the previous date.</p>   |
| <p><b>Recall</b><br/> <i>(greater than 30 consecutive calendar days)</i></p>                                   | <p>Adjust the Next Increase Date forward by the length of time the employee was laid off. If the employee is receiving a missed merit increase upon recall, the Next Increase Date should be set to 52 weeks (1 year) from the previous date <b>and</b> then be adjusted forward by the length of time the employee was laid off.</p>                         |